Australian Government
Clean Energy Regulator

NATIONAL GREENHOUSE AND ENERGY REPORTING

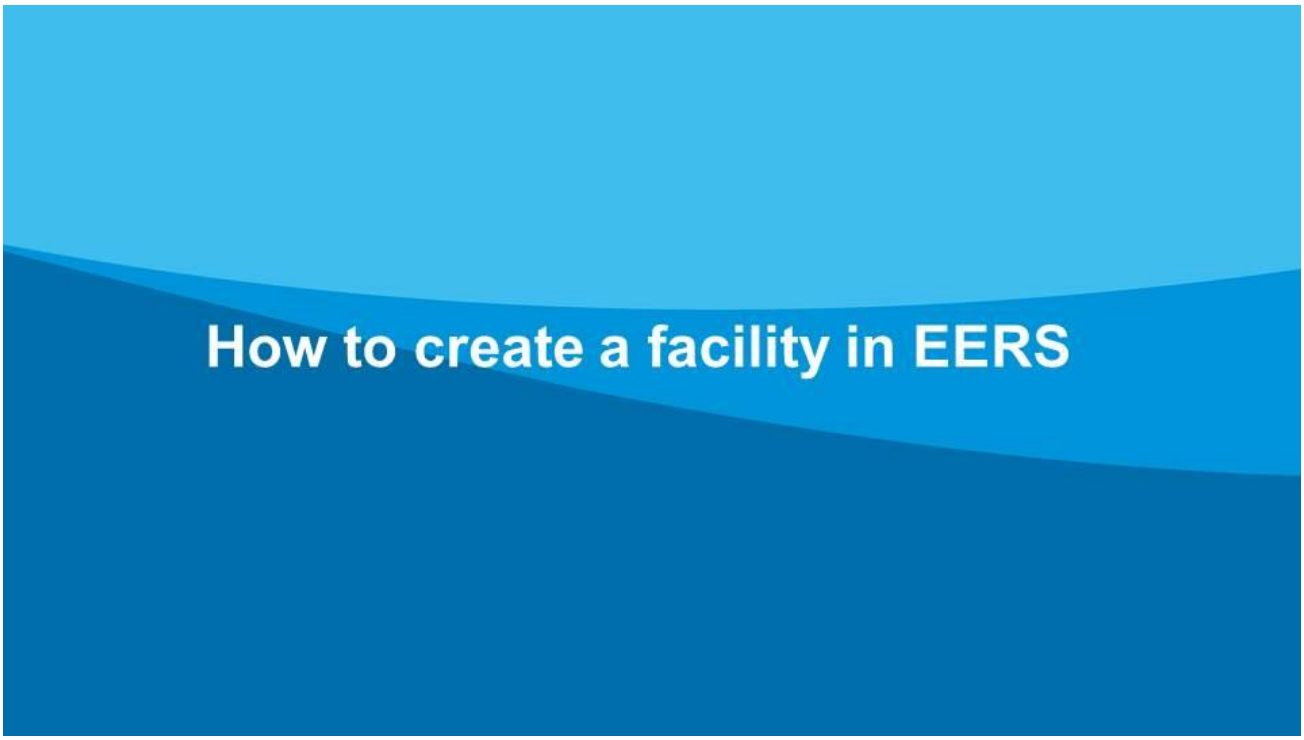
Emissions and Energy Reporting System (EERS) user guide

How to create a facility in EERS

This user guide is based on the EERS instructional video available on the EERS videos[1] page of the Clean Energy Regulator website.

[1] http://www.cleanenergyregulator.gov.au/National-Greenhouse-and-Energy-Reporting/emissions-and-energy-reporting-system/videos/Pages/Default.aspx

Welcome to this series of presentations on the Emissions and Energy Reporting System (EERS).



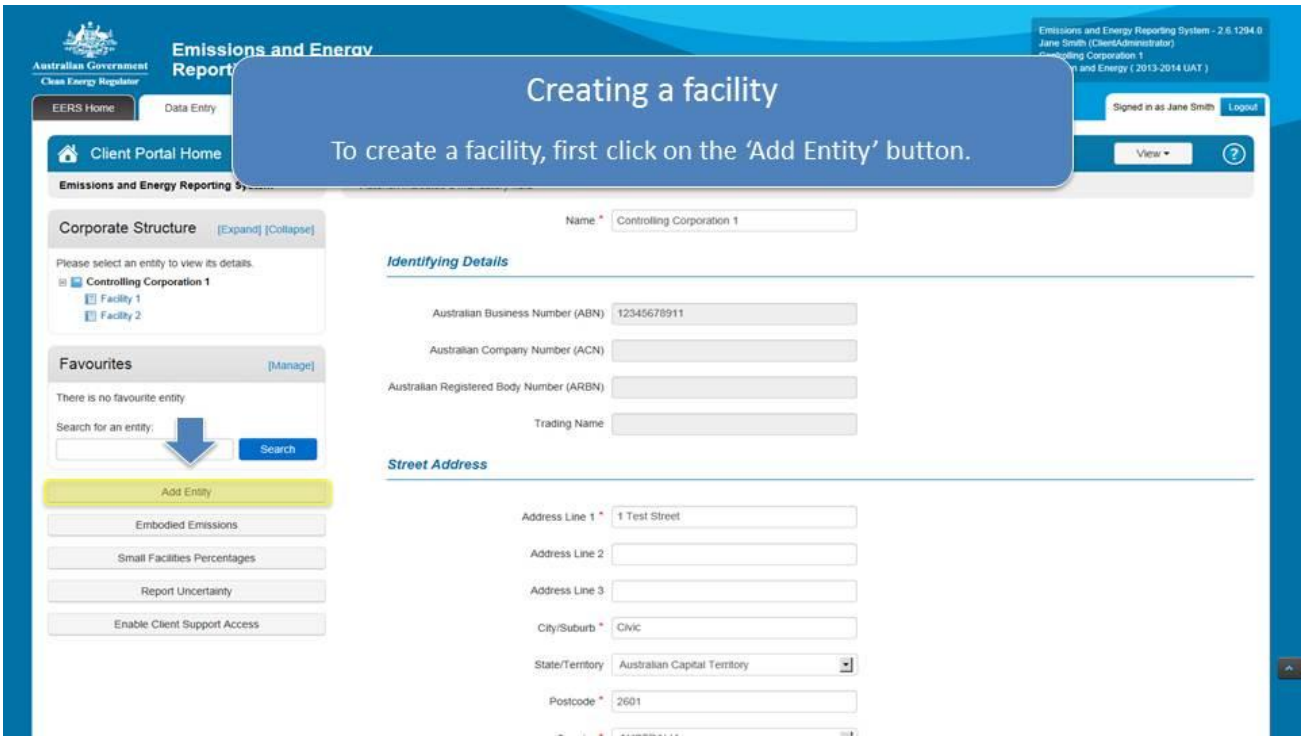
In this presentation, we are going to show you how to create a facility in EERS.

Reporters can create a number of different entities in EERS to suit their reporting requirements.

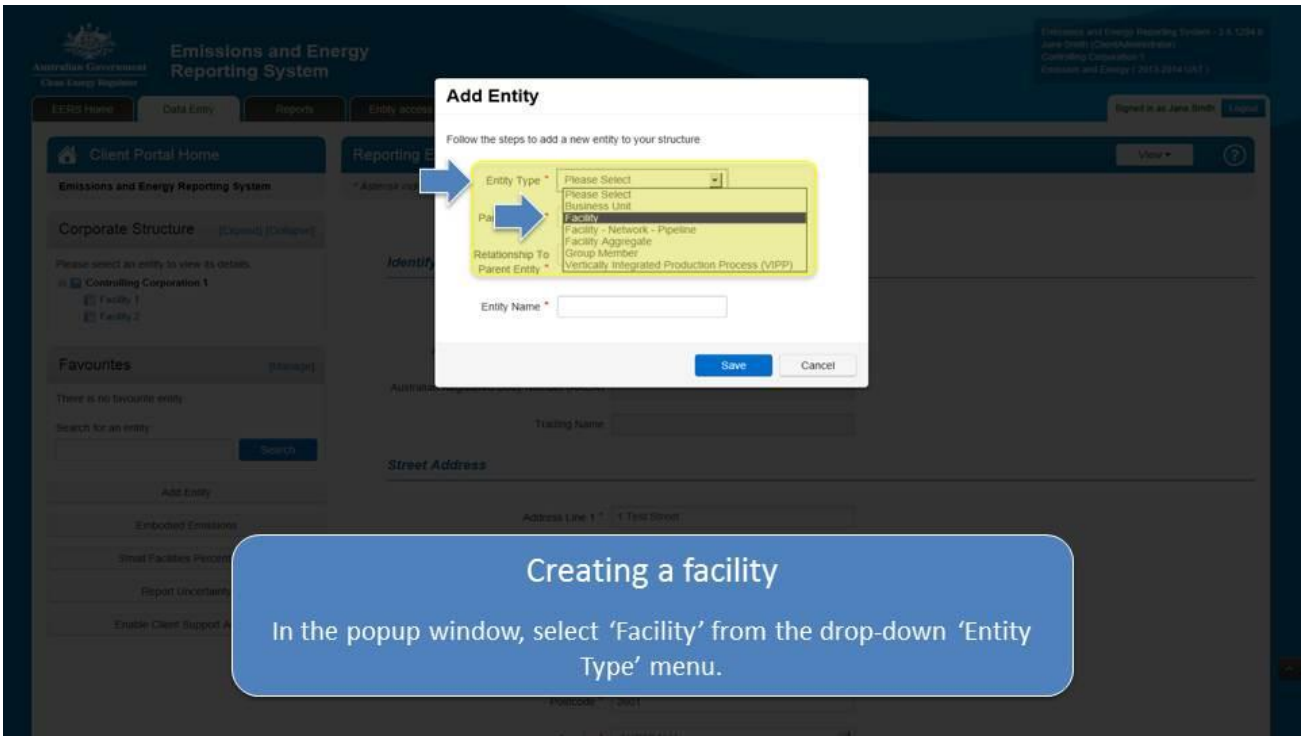
For more information regarding entities, contact the Clean Energy Regulator using the details provided at the end of this presentation.

Data is typically entered at the facility level.

The following steps will demonstrate how to create a facility in order to report emissions and energy consumption/production.

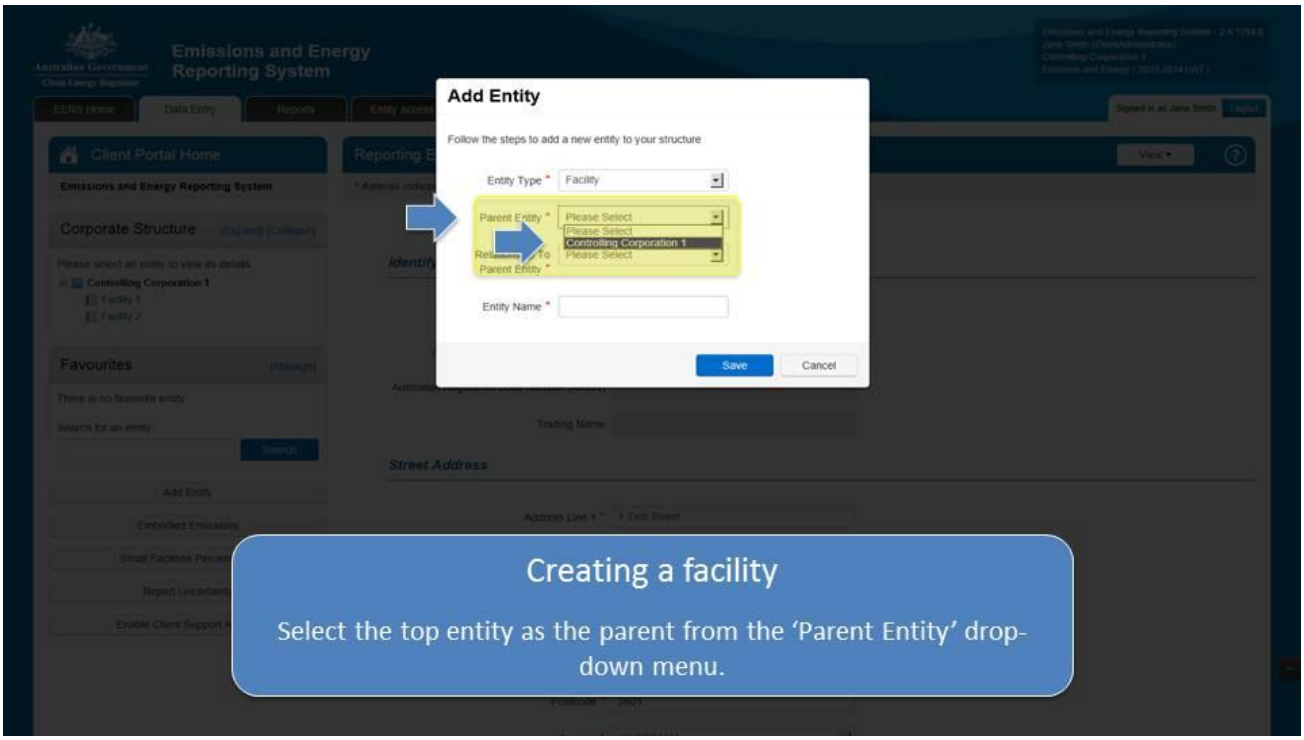


To create a facility, first click on the 'Add Entity' button located under your corporate structure.



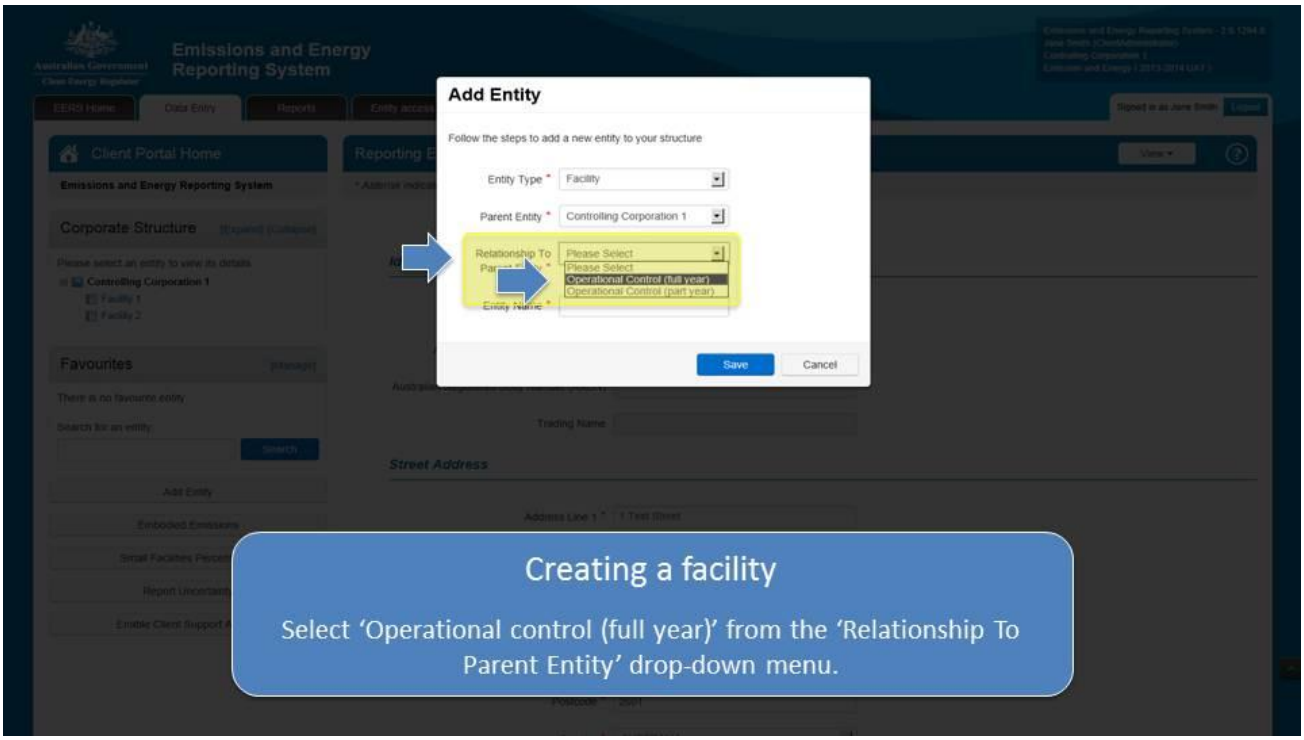
A popup window will appear which will allow you to enter some basic details relating to your new facility.

We start by selecting facility from the entity type drop-down menu.



Next, we choose the parent entity.

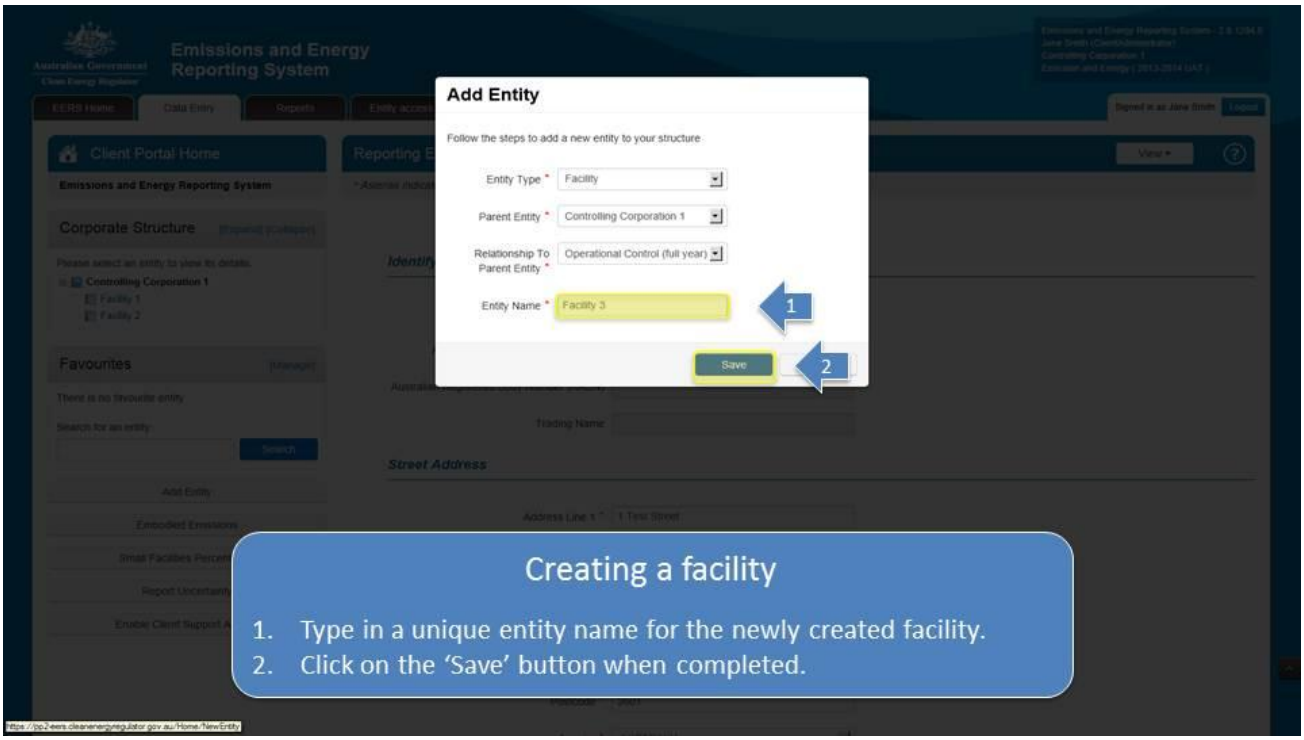
In this example, it will be the controlling corporation but you can also select a group member to be the parent entity for your facility depending on your corporate structure.


Emissions and Energy Reporting System
Add Entity
Follow the steps to add a new entity to your structure
Entity Type * Facility
Parent Entity * Controlling Corporation 1
Relationship To Parent Entity * Please Select
Please Select
Operational Control (full year)
Operational Control (part year)
Entity Name *
Save
Cancel
Client Portal Home
Corporate Structure
Favourites
Street Address
Creating a facility
Select 'Operational control (full year)' from the 'Relationship To Parent Entity' drop-down menu.

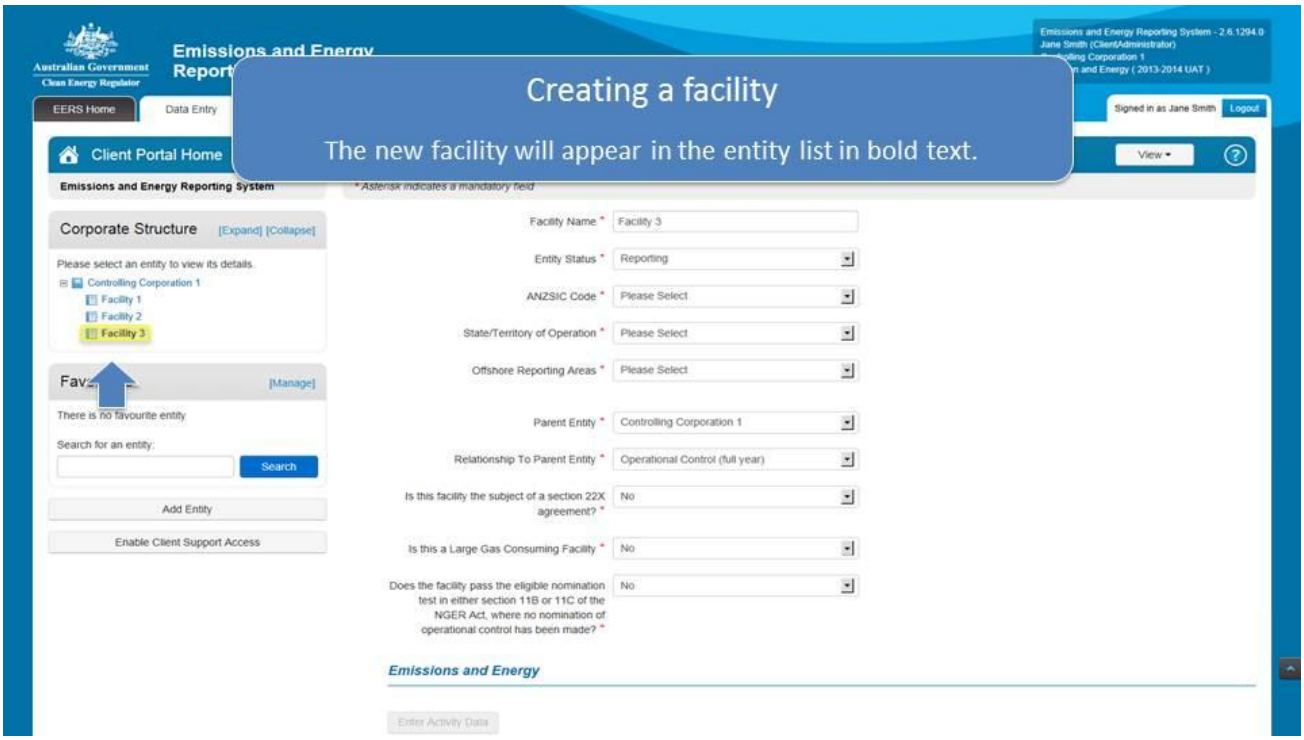
If you have acquired your facility part way through the reporting period, or have relinquished control of it prior to the end of the reporting period, then you would select 'Operational Control (part year)' for relationship to parent entity.

You will be presented with an option to record the dates of operational control at a later stage.

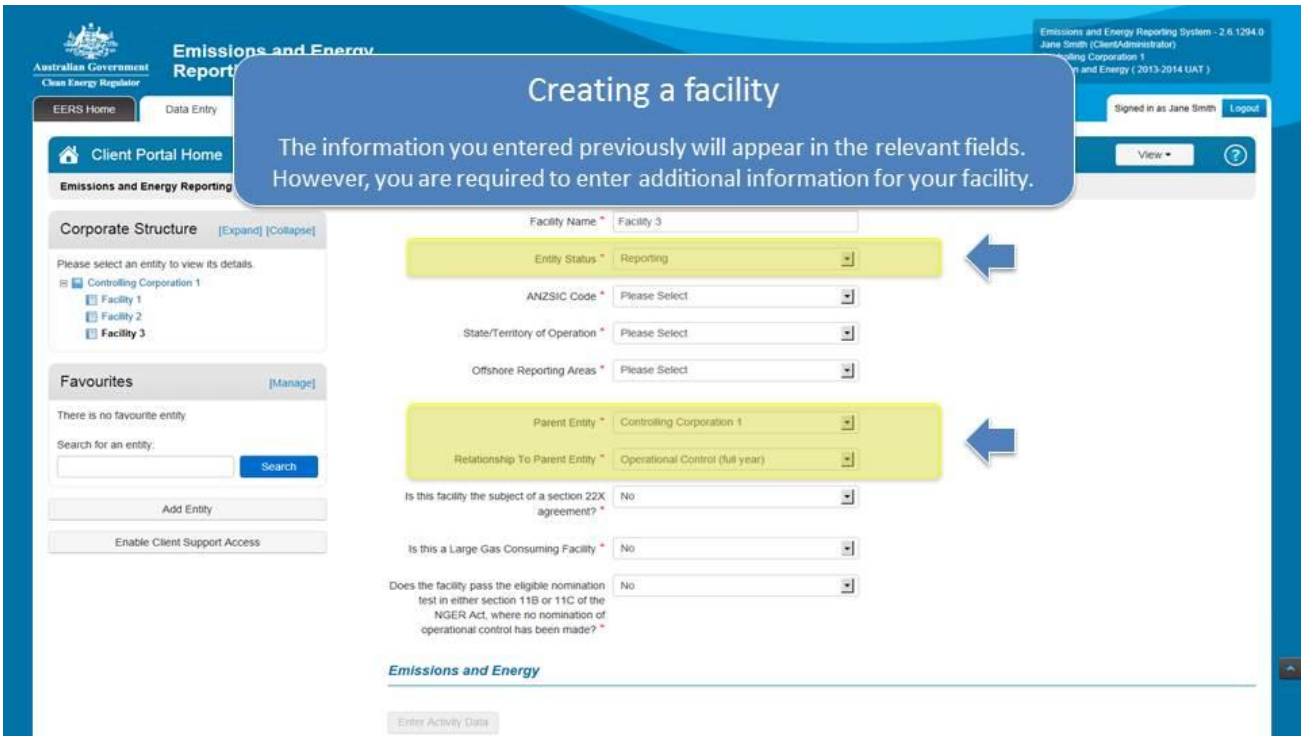
Otherwise, you will select 'Operational Control (full year)'.


Emissions and Energy Reporting System
Add Entity
Follow the steps to add a new entity to your structure
Entity Type * Facility
Parent Entity * Controlling Corporation 1
Relationship To Parent Entity * Operational Control (full year)
Entity Name * Facility 3
1
Save
2
Creating a facility
1. Type in a unique entity name for the newly created facility.
2. Click on the 'Save' button when completed.

1. Finally, you will give the facility a name.
2. Once you have completed all the required details, you will save your new facility.

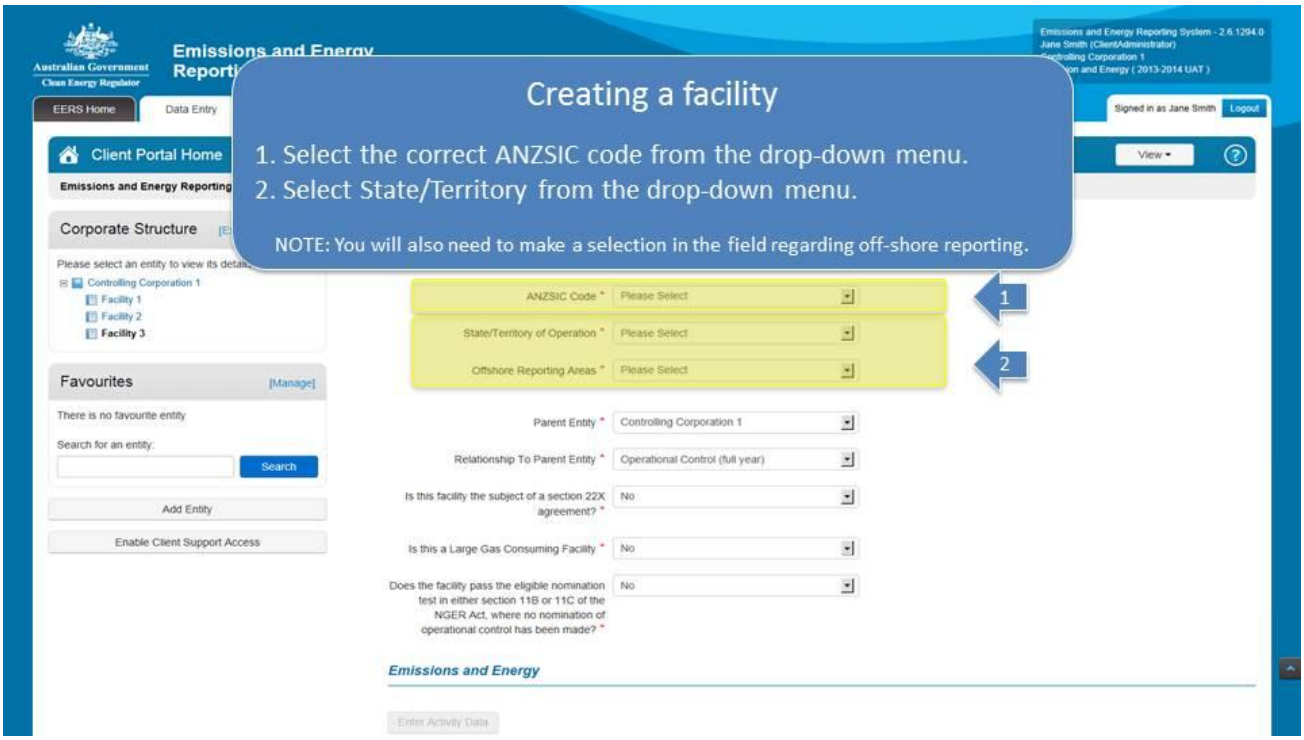


The newly created facility will appear under its parent entity in the corporate structure.


Creating a facility
The information you entered previously will appear in the relevant fields. However, you are required to enter additional information for your facility.
Australian Government
Clean Energy Regulator
EERS Home
Data Entry
Client Portal Home
Emissions and Energy Reporting
Corporate Structure
[Expand] [Collapse]
Please select an entity to view its details.
Controlling Corporation 1
Facility 1
Facility 2
Facility 3
Favourites
[Manage]
There is no favourite entity
Search for an entity:
Search
Add Entity
Enable Client Support Access
Facility Name * Facility 3
Entity Status * Reporting
ANZSIC Code * Please Select
State/Territory of Operation * Please Select
Offshore Reporting Areas * Please Select
Parent Entity * Controlling Corporation 1
Relationship To Parent Entity * Operational Control (full year)
Is this facility the subject of a section 22X agreement? * No
Is this a Large Gas Consuming Facility * No
Does the facility pass the eligible nomination test in either section 11B or 11C of the NGER Act, where no nomination of operational control has been made? * No
Emissions and Energy
Enter Activity Data

The details that were entered earlier will appear in the entity details page.

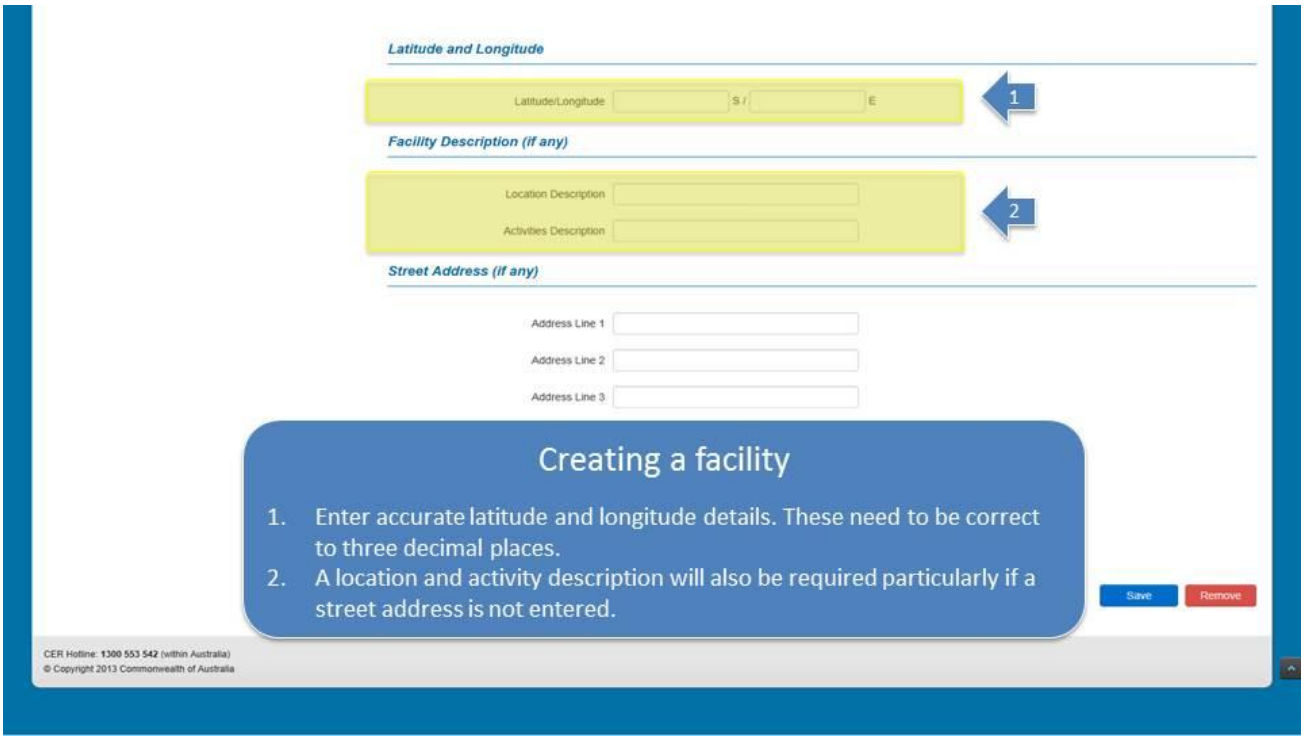
However, additional information will be required in order to complete the creation of the facility.


Creating a facility
1. Select the correct ANZSIC code from the drop-down menu.
2. Select State/Territory from the drop-down menu.
NOTE: You will also need to make a selection in the field regarding off-shore reporting.
Client Portal Home
Corporate Structure
Favourites
ANZSIC Code *
State/Territory of Operation *
Offshore Reporting Areas *
Please Select
1
2
Parent Entity *
Controlling Corporation 1
Relationship To Parent Entity *
Operational Control (full year)
Is this facility the subject of a section 22X agreement? *
No
Is this a Large Gas Consuming Facility *
No
Does the facility pass the eligible nomination test in either section 11B or 11C of the NGER Act, where no nomination of operational control has been made? *
No
Emissions and Energy

1. The industry sector will be selected from the drop down 'ANZSIC code' menu. Please refer to the *National Greenhouse and Energy Reporting Regulations 2008* for a complete list of ANZSIC codes.
2. Next, you will need to select which state the facility is located in.

   If your facility is located in the Northern Territory then you may also need to identify an offshore reporting area.

   Otherwise, select 'None' for the 'Offshore reporting areas' field.


Latitude and Longitude
Latitude/Longitude
S /
E
1
Facility Description (if any)
Location Description
Activities Description
2
Street Address (if any)
Address Line 1
Address Line 2
Address Line 3
Creating a facility
1. Enter accurate latitude and longitude details. These need to be correct to three decimal places.
2. A location and activity description will also be required particularly if a street address is not entered.
Save
Remove
CER Hotline: 1300 553 542 (within Australia)
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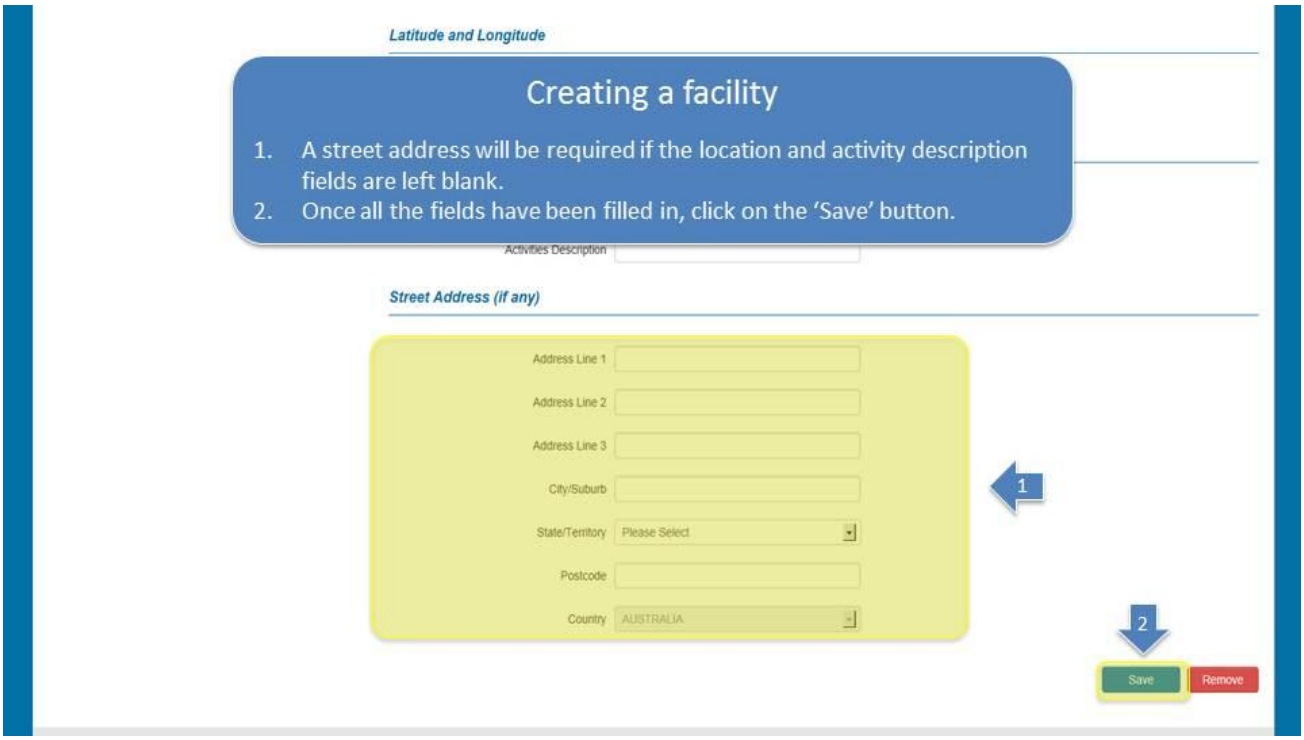
The following fields deal with the location of the facility.

1. First, the specific location needs to be recorded by entering the facility's coordinates. These need to be entered as positive numbers to three decimal places.
2. The facility description fields are designed to allow further description of the location of the facility and its activities.

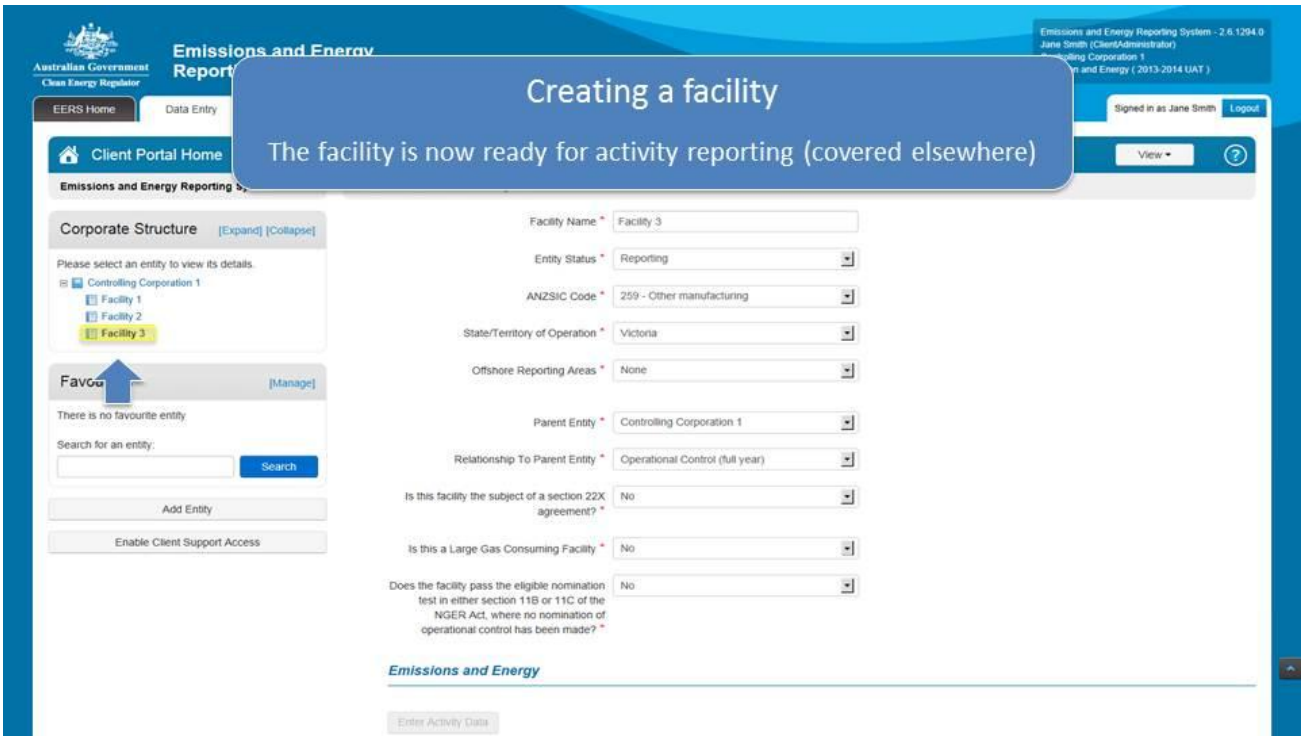
   This information will be required if you choose not to enter a street address.



1. If the facility has a street address, then it can be entered in the appropriate fields. This is required if you have elected not to enter any information in the Facility Description fields.
2. Once you have entered all the required information, click on the 'Save' button.

   EERS may display a validation message if any of the fields have not been filled in correctly.

   Otherwise, the facility details will be saved.


Creating a facility
The facility is now ready for activity reporting (covered elsewhere)
Emissions and Energy Report
EERS Home
Data Entry
Client Portal Home
Corporate Structure
[Expand] [Collapse]
Please select an entity to view its details.
Controlling Corporation 1
Facility 1
Facility 2
Facility 3
There is no favourite entity
Search for an entity:
Search
Add Entity
Enable Client Support Access
Facility Name *
Facility 3
Entity Status *
Reporting
ANZSIC Code *
259 - Other manufacturing
State/Territory of Operation *
Victoria
Offshore Reporting Areas *
None
Parent Entity *
Controlling Corporation 1
Relationship To Parent Entity *
Operational Control (full year)
Is this facility the subject of a section 22X agreement? *
No
Is this a Large Gas Consuming Facility *
No
Does the facility pass the eligible nomination test in either section 11B or 11C of the NGER Act, where no nomination of operational control has been made? *
No
Emissions and Energy

The facility is now saved ready for activity reporting which will be covered in later presentations.

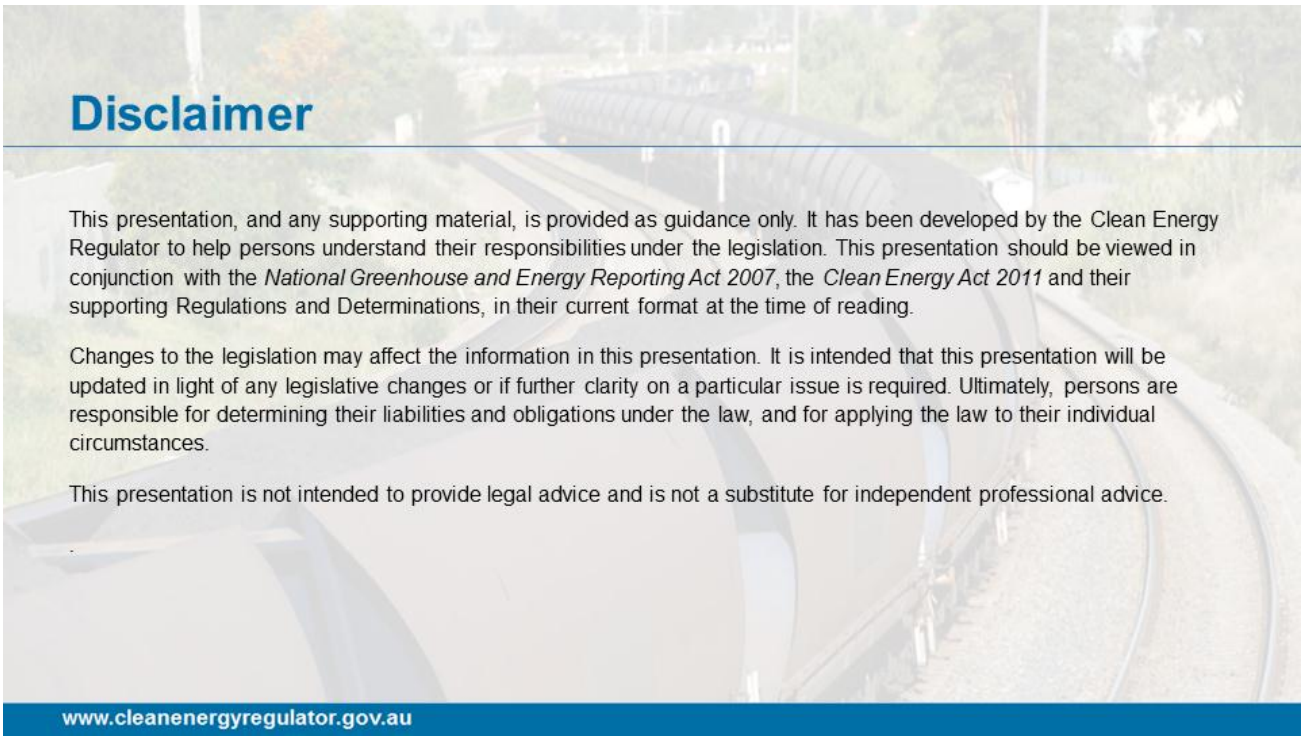
You can change your facility's details by altering the details in the appropriate fields and clicking on the 'Save' button

That concludes the presentation on how to create a facility in EERS.

For more information regarding reporting in EERS:

- Contact the Clean Energy Regulator on 1300 553 542
- Email us at reporting@cleanenergyregulator.gov.au
- or visit the Clean Energy Regulator website[2]

[2] http://www.cleanenergyregulator.gov.au


Disclaimer
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Changes to the legislation may affect the information in this presentation. It is intended that this presentation will be updated in light of any legislative changes or if further clarity on a particular issue is required. Ultimately, persons are responsible for determining their liabilities and obligations under the law, and for applying the law to their individual circumstances.
This presentation is not intended to provide legal advice and is not a substitute for independent professional advice.
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